Approved For Release 2005/06/22 : CIA-RDP78-03020A000100110017-0

Introduction to Supervision (305)

1959

Approved For Release 2005/06/22 : CIA-RDP78-03930A000100110017-0

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Cancellation of Introduction to Supervision

FROM:
C/IS/TR
2013 R & S

NO.

DATE 12 May 1959

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. 25X1 DDTR 11,	15 May 59			
2. DTR 11,	18 MAY 1959			approved
3. R/TR 2623 Qtrs. Eye	13 May			
4.	17 July			
5. C/INFO	20 July			
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1 DEC 56 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

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12 May 1959

MEMORANDUM FOR: Registrar, OTR

THROUGH : Director of Training

SUBJECT : Cancellation of Introduction to Supervision

1. It is requested that the course Introduction to Supervision scheduled to begin on 18 May be canceled.

2. The six students who have enrolled for the course will be assigned to the 8 June course in Basic Supervision.

25

[redacted]

Chief, Intelligence School

Approved by DTR
13 May 1959

25X1

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Next 1 Page(s) In Document Exempt

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INTRODUCTION TO SUPERVISION #6

18 - 22 May 1959

Cancelled due to low enrollment

25X1

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SUPERVISION COURSE

11 - 15 May 1959

Monday, 11 May

/ENVIRONMENT OF SUPERVISION/

Introduction to Course
Framework of Supervision
Case Discussions
The Supervisor as a Communicator

Tuesday, 12 May

/DEVELOPING SUBORDINATES/

Case Discussion
Ways of Developing Subordinates
Case Discussion

Wednesday, 13 May

Evaluating and Advising Subordinates

/PLANNING AND PROGRAMMING THE WORK/

Keeping Current
Improving the System

Thursday, 14 May

A Safety Program
Case Discussion
Movie
Supervisory Planning

Friday, 15 May

/FOLLOWING THROUGH/

Supervisory Check List
Case Discussion
Summary and Critique

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INTRODUCTION TO SUPERVISION

Number	Dates	Total Enroll	C.I.A. Comp.	C.I.A. Incomp.	Others	Remarks	Appli. Not Enrolled
5	16 Feb - 20 Feb	18	17	1			1
6	18 May - 22 May	Course Canceled - Low Enrollment					5
	11 May - 15 May	13	13				
	Total	31	30	1			6